

Office/Department Safety Plan		
<u> </u>	Each member of the office/department has been provided emergency phone numbers. These are also prominently posted in the office/department in case of an emergency. A list of names and phone numbers to contact other office/department members in case of an emergency has been developed and distributed. Any member of the office/department with a cell phone has programmed them with public safety's emergency number 651-962-5555 and non-emergency number 651-962-5100	
	All cell phones are registered with the UST Emergency Notification System through Murphy Online.	
	We have designated a meeting location for our office/department in case of emergency/evacuation at the following location	
	Fire evacuation procedures/diagrams are posted in a prominent and visible location. Walk away from a disturbing or difficult situation at any time. Report the situation to a supervisor, department chair or Public Safety as soon as possible. Contact Public Safety if working irregular hours or weekends. Leave the office door ajar or have blinds open if a difficult meeting is anticipated. Encourage office furniture design that allows easy access to an exit if necessary.	
	of violent or potentially violent behaviors: Request that a colleague or Public Safety be ready on call or seated outside your office, if need be, to create a safe environment. Do not try to detain an escalating student/individual. Retreat from office and go to another space where people are located. Call Public Safety at 651-962-5555.	
Annuall	y:	
	Review UST Emergency Guide found here: https://www.stthomas.edu/publicsafety/emergencyguide/ Review Office Safety Checklist found here (add to PS website). Update office department/office contact list. Review office safety plan.	
Last Rev	viewed: Date	
	Initials	

EMERGENCY NUMBERS

Public Safety Emergency	651-962-5555
Public Safety Non-emergency	651-962-5100
Off campus emergency- Police/Fire/Rescue	911
Counseling and Psychological Services	651-962-6780
Information Technology Services	651-962-6230
Physical Plant	651-962-6530
Public Safety Escorts	651-962-5100
Tipline (to report suspicious activity)	651-962-TIPS

UST CARES Home Page: www.stthomas.edu/USTCARES